



City of Fayetteville

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MAYOR
Edward Johnson

COUNCIL
Scott Stacy, Mayor
Pro Tem
Kathleen Brewer
Paul C. Oddo, Jr.,
Harlan Shirley
James B. Williams

CITY MANAGER
Ray Gibson

CITY CLERK
Anne Barksdale

October 25, 2016

TO: Honorable Mayor and City Council

FROM: Ray Gibson, AICP, City Manager

SUBJECT: CITY MANAGER'S WEEKLY REPORT: October 17th through October 23rd

CITY ADMINISTRATION

- Held a meeting with Human Resources Manager Barbara Dudley on Monday, October 17th to discuss personnel matters within the Public Works Department.
- Held an employee adverse action appeal hearing on Monday, October 17th. Also in attendance was Human Resources Manager Barbara Dudley.
- Coordinated with Apex Insurance, our Property & Casualty, Workers' Compensation, and Risk Management insurance firm to set up inspections throughout the City and to help put in place a citywide accident review committee.
- Attended an informational meeting with Piedmont Fayette Hospital's CEO Michael Burnett, COO Nathan Nipper, and CFO Scott Wolfe on Tuesday, October 18th. Also in attendance was Mayor Ed Johnson.
- Attended a meeting with Randy Logan from the Georgia Municipal Association (GMA) on Tuesday, October 18th to clarify some recent changes to the City's retirement plan. Also in attendance was Assistant City Manager Alan Jones, Finance & Administrative Services Director Mike Bush, and Human Resources Manager Barbara Dudley.
- Attended a meeting with Halbert Development's Rick Halbert and Foley Design Group's Bill Foley on Tuesday, October 18th to discuss amendments to the Pinewood Forrest Development Agreement. Also in attendance was The Collaborative Firm's Jahnee Prince and Senior Planner Julie Brown.
- Attended the Community & Economic Development Committee Meeting on the evening of Tuesday, October 18th.
- Held a meeting with City Attorney David Winkle on Wednesday, October 19th to discuss issues regarding Fayette County's Emergency Management Services (EMS). Also in attendance was Assistant City Manager Alan Jones.
- Held a meeting with Marilyn Taylor from the Heritage Lake Subdivision HOA on Wednesday, October 19th to discuss issues within the subdivision.

- Attended a meeting with Human Resources Manager Barbara Dudley on Wednesday, October 19th to discuss updates to the Trakstar personnel evaluation software. Also in attendance were Assistant City Manager Alan Jones and Finance & Administrative Services Director Mike Bush.
- Held a meeting with Georgia State MPA student Samantha Lee on the evening of Wednesday, October 19th to discuss the quality of life in the City for a project she is working on.
- Held a meeting with Human Resources Manager Barbara Dudley on Thursday, October 20th to go through resumes for the Planner, Code Enforcement Officer, and Public Relations Specialist positions.
- Prepared for the Regularly Scheduled Council Meeting that took place on the evening of Thursday, October 20th.
- Attended the Regularly Scheduled Council Meeting on the evening of Thursday, October 20th.
- Worked on departmental matters on Friday, October 21st and prepared for an upcoming trip to South Carolina.
- Attended the Fayette Chambers Strategic Leadership Summit trip to Greenville, Rock Hill, and Fort Mills South Carolina and Sugar Hill, Georgia. The trip started on Sunday, October 23rd and ended the evening of Tuesday, October 25th. Also attending from the City of Fayetteville was Mayor Ed Johnson.

FINANCE & ADMINISTRATIVE SERVICES

Finance

- Continued working on the year end closeout.
- Continued to work on the Budget Book Award.
- Remodeling of City Hall main lobby area is underway.
- Working on the new financial software and addressing the many issues that have come about as a result of the data conversions.

Accounts Payable

- Keyed payment data for 103 invoices and processed payments to 102 vendors.
- Prepared 88 current week checks for pick-up/mailing.
- Reviewed current incoming invoices and receivables.

Occupational Tax

- Received seven (7) new business applications.
- Issued three (3) new business licenses.
- Collected \$997.24 for 2015 delinquent and new licenses.
- Collected \$731.39 from the Alcohol Beverage Sales.
- Collected \$15,300.17 from the Beer, Wine & Liquor Tax.
- Entered payments into the A/S 400 System.
- Submitted the financial post, edit, and balance reports.

Utility Billing

- Assessed late fees to delinquent accounts.
- Received \$100,249.88 in revenues consists of Water, Sewer, Sanitation, Stormwater, and Penalties.
- Established Water and Sewer service for 21 new customers.
- Billed out \$263.27 in expenses consists of Water, Sewer, Sanitation and Stormwater charges.

Human Resource

- Personnel Issues
- Employment Opportunities
 - Fire Fighter: Opened 5/2/2016 until filled
 - Waste Water Treatment Plant Operator: 8/19/2016 (closed)
 - Maintenance Worker I: 9/29/2016 through 10/31/2016
 - Code Enforcement Officer: 9/9/2016 (closed)
 - Public Relations Specialist (PIO): 9/9/2016 (closed)
 - Planner: 9/9/2016 (closed)
 - Police Officer: 9/19/2016 until filled
 - Police Chief: 10/10/2016 through 11/30/2016
- Resumes Submitted: 22
 - Fire Fighter: 6
 - Police: 4
 - Waste Water Treatment Plant Operator: 0
 - Code Enforcement Officer: 0
 - Public Relations Specialist (PIO): 2
 - Planner: 2
 - Maintenance Worker I: 1
 - Chief of Police: 7
- New Hire On-boarding
 - Admin. Clerk for PD
 - Police Officer I
- Attend a meeting with GMA Retirement staff member Randy Logan.
- Completed Trakstar revisions.

Court

- # of citations received: **116**
- # of Warrants issued (FTA & VOP): **1**
- # of citations (FTA) sent to DDS: **0**
- # of scheduled arraignment cases: **48**
- # of scheduled trial cases: **25**
- Total amount collected for the week: **\$11,110.10**

INFORMATION TECHNOLOGY

GIS Projects

- Sent The Ridge Nature Area GIS data out to the county for EMS.
- Created several maps for Planning & Zoning Staff.
- Recreated a 1,000-foot buffer map for the Planning & Zoning Department.

Technology Projects

- Worked with vendor on A/V project presentation in the Council Chambers.
- Installation of new copier/printers at each fire station.
- Installed Kapersky software on the Police computers.
- Replaced the old television in the City Manager's office.
- Installed an Apple television device in the City Manager's office.
- Repaired the controller computer device that monitors water tanks and lift stations.
- Handled day-to-day service calls.

Police Technology Projects

- Archived ICOP videos to storage.
- Downloaded 12 ICOP drives.
- Downloaded video from 4 body cameras.
- Archived body camera video to cloud storage.
- Set up 2 new desktops.
- Upgraded the ICOP Server.

Open Records Request

- DVD Request of traffic stops and investigations: **16**

Web Site Visits for the Week

- Total pages viewed: **14,127**
- **Total unique pages viewed: 10,454** (Excludes Repeated Pages viewed)
- Average time spent on each page: **55 Seconds**
- **Top 10 City Web Pages**

	Web Page	Number of Hits	Percentage
1.	Official Website Main Page	1985	14.05%
2.	Jobs	1002	7.09%
3.	Events	876	6.20%
4.	On-Line Payments	699	4.95%
5.	Jobs Applications	697	4.93%
6.	Events Calendar	588	4.16%
7.	I Want To	369	2.61%
8.	Government	362	2.56%
9.	Residents	343	2.43%
10.	On-Line Services	327	2.31%

Facebook Insights

- Total Page Likes (Fans) 6085
- Total Reached 21,181
- People Engaged 1,943
- Fans
 - Women **77%**
 - Men **23%**

ECONOMIC DEVELOPMENT

Economic Development

- A focus group met with staff from Foley Design Group to discuss findings from the downtown market analysis, and to provide guidance for the next round of modifications to the plan design.
- Presented the final version of the Downtown Market Analysis and adoption resolution to City Council on October 20th.
- Continued to work with Global Web Advisors on the City website development. Providing documents, photos, and design direction, etc.

Main Street

- Held the monthly Main Street board meeting. New lights have been ordered to replace the damaged ones on the downtown Stonewall buildings.
- Held the Promotions Committee meeting to plan for the Pumpkin Festival.

DDA

- Held the monthly DDA board meeting. Discussed hiring a new museum manager, provided updates on the Gremlin Growlers start date and 1st draw, and the pedestrian alley improvements behind the buildings on Glynn Street.
- Continued preparation of items needed for the 115 Glynn Street closing attorneys.
- Held the cemetery walk on October 21st and 22nd. Approximately 400 tickets were sold.

COMMUNITY DEVELOPMENT

Planning & Zoning

- Handled multiple customer/public inquiries for zoning uses.
- Wrote staff reports and assembled the Planning and Zoning Commission books.
- Met with Mr. Tucker and his Civil Engineer regarding a daycare project at 180 North Jeff Davis (across Stephens Avenue from Alan Feldman).
- Finished the crematory study and inserted comments from respondents to a zoning query.
- Incorporated the City Attorney's comments regarding the Telecom Ordinance.
- Provided recommended steps to institute a historical preservation ordinance.
- Reviewed two installed signs.
- Completed a zoning verification letter and sent it out.
- Created an invitation flyer for the Comprehensive Plan.
- Held the second Comprehensive Plan Steering Committee meeting on Monday, October 17th.

Building

- Number of Building Inspections Performed: **114**
- Number of Permits Issued: **15**
 - **5: Building**
 - Commercial Repair/Remodel: **1**
 - Commercial New: **0**
 - Residential Repair/Remodel: **2**
 - Residential New: **2**
 - **2: Demolition**
 - **1: Mechanical**
 - **0: Utility Restoration**
 - **3: Foundation Only**
 - **2: Electrical**
 - **2: Plumbing**
 - **0: Land Disturbance**
 - **0: Fence**
 - **0: Low Voltage**
 - **0: Construction Trailer**
 - **0: Pool**
- Plans Received: **0**
 - Commercial Repair/Remodel: **0**
 - Commercial New: **0**
 - Residential Repair/Remodel: **0**
 - Residential New: **0**

Code Enforcement

- Total Inspections: **85**
 - Proactive: **76**
 - Complaint: **9**
- Verbal Warnings: **4**
- Written Warnings: **0**
- Notice of Violations: **0**
- Stop Work Orders: **0**
- Citations Issued: **0**

PUBLIC SERVICES (Sanitation, Stormwater, Water, Waste Water/Sewer, Public Works)

Public Works

- Cleaned City Hall and Police Department.
- Cut and maintained the following areas:
 - Highway 85 and 314 Intersection
 - White Road
 - Grady Avenue
 - Church Street Park
 - Stonewall Avenue

- Beauregard Boulevard
- Train Depot
- Set up Council Chambers for the Comprehensive Plan Steering Committee Meeting.
- Picked up furniture from Station 91 and dropped it off at the landfill.
- Helped with the preparation of the Cemetery Walk Event.
- Completed asphalt patch work on Winonia Drive.
- Picked up trash throughout the City.

Stormwater Department

- Cut and maintained creek crossing areas throughout the City.
- Cleaned out a ditch at 315 Kelly Drive.

Sewage Department

- Average daily flow treated is 2.015 million gallons per day.
- Performed weekly maintenance at 26 lift stations sites.
- Responded to 2 sewer backups.

Water Department

- Average daily flow of 1.477 of system demand.
- Repaired 6 water leaks.
- Raised water valve box at Kathi Avenue.

Utility Locates

- Located the water and sewer for 40 utility locate tickets.

POLICE DEPARTMENT

Among the numerous calls for service the **Patrol Division** handles; these are some of the highlights:

- **Robbery:** Patrol units responded to the area of Waffle House North in reference to a male subject stealing money from the register. CID was notified. No one was injured.
- **Burglary:** Patrol units responded to the area of Captain D's about someone throwing a rock through the front glass. Unsure if anything was taken. CID was notified.
- **Rape:** Patrol units responded to Checkers about a female accusing the manager of following her into the restroom demanding oral sex from her. CID investigating.
- Numerous arrest for traffic offenses (6), DUI (7)
- Several Arrest for shoplifting (5)
- 4 Wanted persons located
- Several arrests for offenses not listed above (4)

Training Division/ Warrants

- Registered 5 Officers for upcoming training.
- Warrant pickups in Fayette and Clayton Counties.
- All warrants checked and verified this week.

Community Events

- Attended the Georgia Piedmont College recruitment event.
- Attended the candlelight vigil for domestic violence.
- Attended the Fall festival at Cleveland Elementary School.
- Attended the Fall festival at the Justice Center

Criminal Investigations

- Investigations assigned **11** cases this week.
- Investigations cleared **9** cases this week.
- **3** Call outs for investigators this week.
- **2** Call outs for CID Supervisors this week.
- **3** Call outs for crime scene investigators this week.
- The front office answered 149 phone calls, handled 68 walk-ins, referred 17 accident reports and 7 incident reports, processed 22 alcohol IDs and 2 impound releases, ran 2 backgrounds, 20 tags, and 20 VINs.

FIRE DEPARTMENT

Operations

- Incidents: Units responded to 55 emergency calls for service during the week.
- Volunteer: The October 17th volunteer meeting was held at Station 91.
- Projects:
 - Continued the annual hose testing on all fire apparatus.
 - Continued the annual hydrant maintenance.
 - E-91 provided Fire Safety Education to First United Methodist Church Pre-K (approx. 100 children).
 - Azalea Estates provided breakfast and lunch to firefighters to show their appreciation.
 - E-91 provided Fire Safety Education to Fayetteville First Baptist Church Pre-K (approx. 100 children).
 - E-91 provided Fire Safety Education to Fayette County Head Start Program (approx. 175 children).
 - E-93 provided Fire Safety Education and touch a truck event at Cleveland Elem. Fall Festival (approx. 200 children).
 - Our department participated in the Public Safety Fall Festival at the Fayette County Justice Center by displaying T-91, Truck 9, E-93, Bat 9 for touch a truck and provided Fire Safety Education (approx. 250 children). We also loaned our large grill to the FCSO to cook hot dogs.
- Calls:
 - On October 23rd units responded to a report of a commercial building fire at 205 Hwy 314 Kentucky Fried Chicken. Upon arrival found light smoke showing and manager advised of an oven fire that was extinguished prior to our arrival. Units found no further fire and ventilated the structure.
 - Distributed flyers for fire department open house on October 29th.
 - Completed a 4-day in-house vehicle extrication course with 4 students.

- Dr. Stacy Karzin provided “C” shift an appreciation lunch and short lesson on back injury prevention.
- Attended a design development meeting for the water/wastewater plant with GMC.
- Received notification from FEMA that we did not receive our 2015 SAFER Grant funding to hire 9 firefighters.